

# Email and Google

## How do I allow people to post to my listserv?

Whitelisting: allowing people to post to your listserv who are not members of the group.

1. Go to the list of lists at [lists.carthage.edu](https://lists.carthage.edu), find yours and click on it.
2. Login with the list administrator password.
3. On the administration page, look for "Privacyoptions" listed under "ConfigurationCategories" and click on it.
4. Click the "SenderFilters" link that now appears under it.
5. Look for the box labeled "List of non-member addresses whose postings should be automatically accepted."
6. In that box, enter the full e-mail addresses of anyone you want to be able to send to the list but not get messages through the list.
7. Scroll down and click "Submit your changes."

Unique solution ID: #1021

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